

IND 100

Contract Property Administration and Disposition Fundamentals

This course provides property administrators, plant clearance officers, contracting officers, and personnel in related fields a comprehensive understanding of the contractual regulatory and statutory requirements for government property administration and disposition.

Objectives: Students who successfully complete this course will be able to:

- state the government's policies and exceptions on providing government property to contractors;
- explain the Federal Acquisition Regulation (FAR) government property clauses;
- describe the duties and responsibilities of the property administrator and plant clearance officer;
- investigate and determine appropriate action for lost, damaged, or destroyed government property;
- understand the FAR and DFARS requirements for government property disposition; and
- describe the requirements for properly disposing of hazardous wastes, items requiring demilitarization, and computer components.

Who Should Attend: This course is required at Level I for all industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. This course may be required for contracting officers (GS-1102), Program Managers, Auditors, and Team Leaders with significant property administration responsibilities. It is highly recommended for production and quality assurance personnel involved with property administration.

Prerequisite: CON 100

Recommended: Some prior knowledge or experience with property management

Length: 10 class days

Method of Delivery: Resident/Local

PDS Code: BZP



IND 103

Contract Property Systems Analysis Fundamentals

Contract Property Systems Analysis Fundamentals builds a solid foundation in auditing principles and process analysis techniques for entry-level property professionals. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis.

Objectives: Students who successfully complete this course will be able to:

- plan and schedule a contract property control systems analysis;
- determine proper use of sampling;
- define the appropriate population for review for all processes;
- analyze the sample for deficiencies that fail to meet contractual requirements;
- determine the rating for the function, functional segment, and property control system; and
- recommend a course of corrective action.

Who Should Attend: This course is for all Level I industrial property management specialists and industrial plant clearance specialists, including property administrators and plant clearance officers in the GS-1103 series. It is recommended for contracting, production, and quality assurance personnel with property control systems analysis responsibilities.

Prerequisites: IND 100 or IND 101 (no longer offered)

Recommended: 1 year of property management experience after completing IND 100 or IND 101

Length: This is a nonresident, self-paced course available through the Internet. Students must pass the final examination within 12 calendar days of the start date.

Method of Delivery: Distance Learning—See “Online Courses” on page 12



PDS Code: BRL